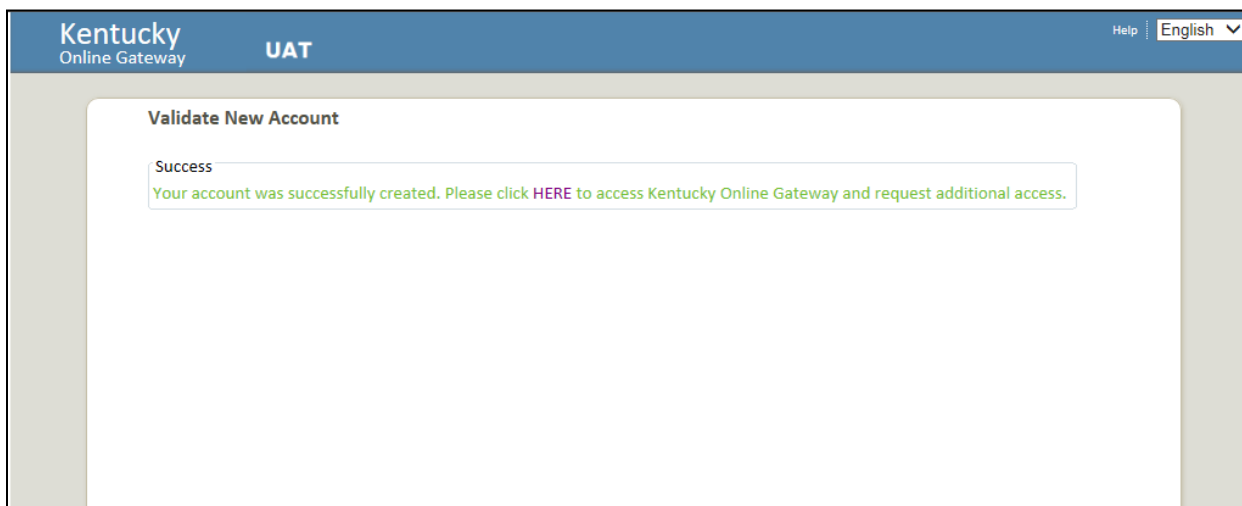
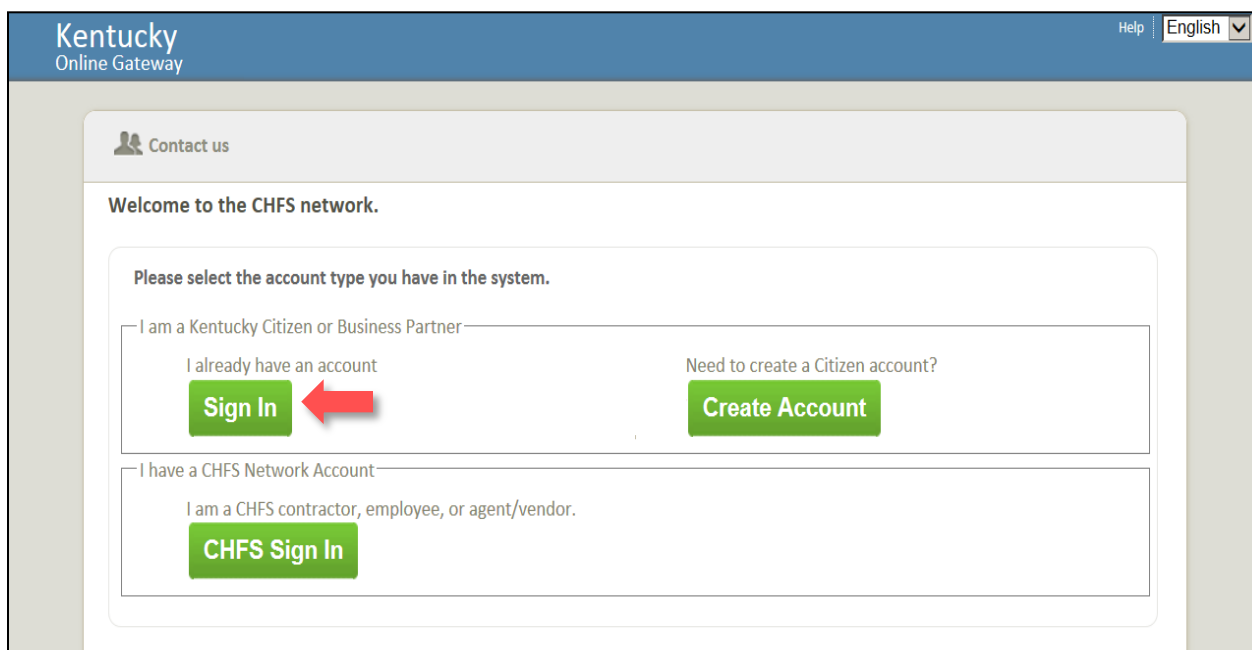


Access to the Annual School Immunization Survey for Kindergarten and Sixth Grade Reporting Using GenTrack

- You will need to request access to specific roles and applications (i.e. kindergarten and sixth grade surveys). Click **HERE** (as shown below) to be taken to the KOG login screen.

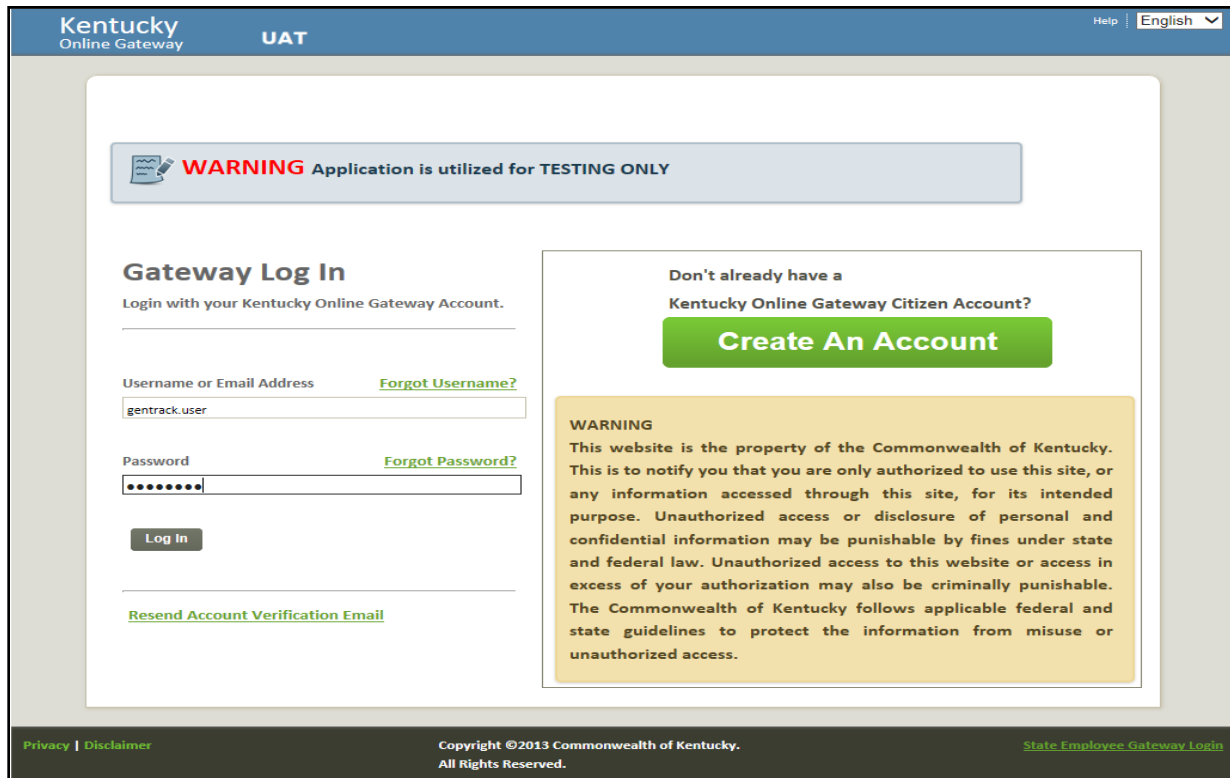


- You will be taken to the KOG login screen (as shown below).

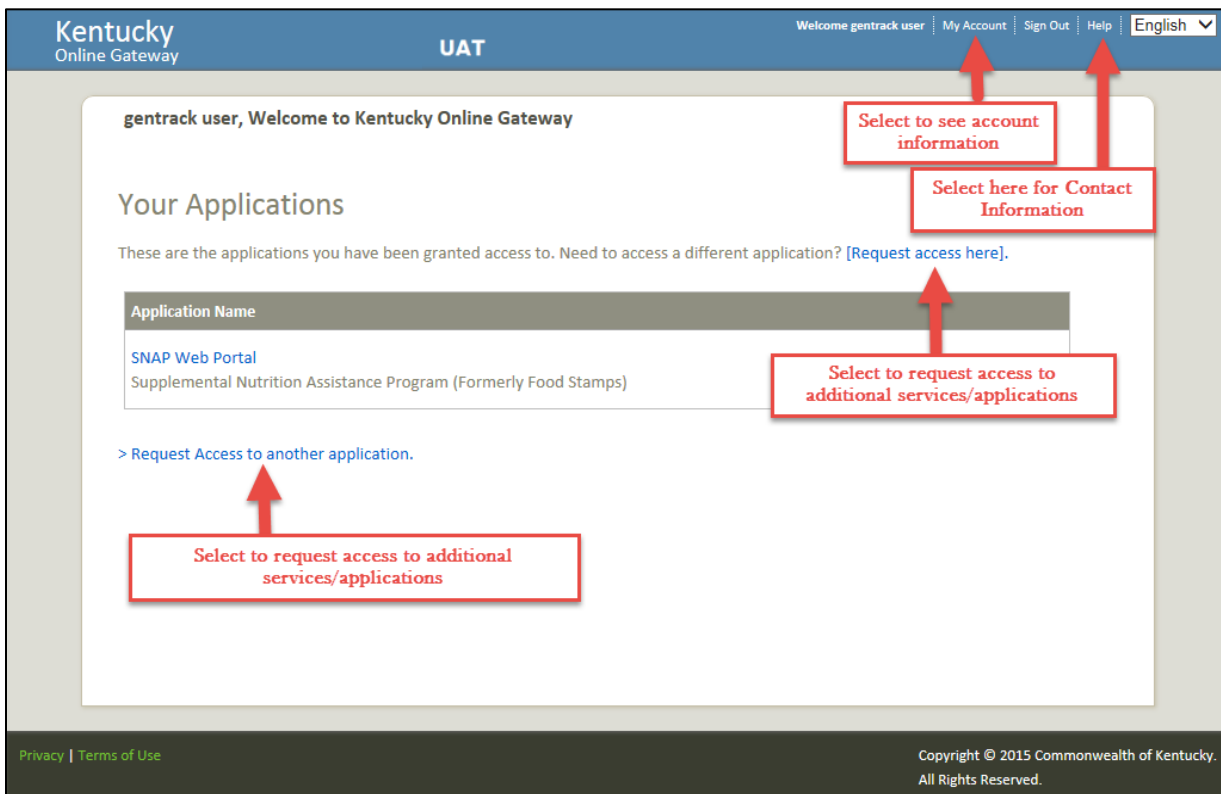


- Click the **Sign In** button

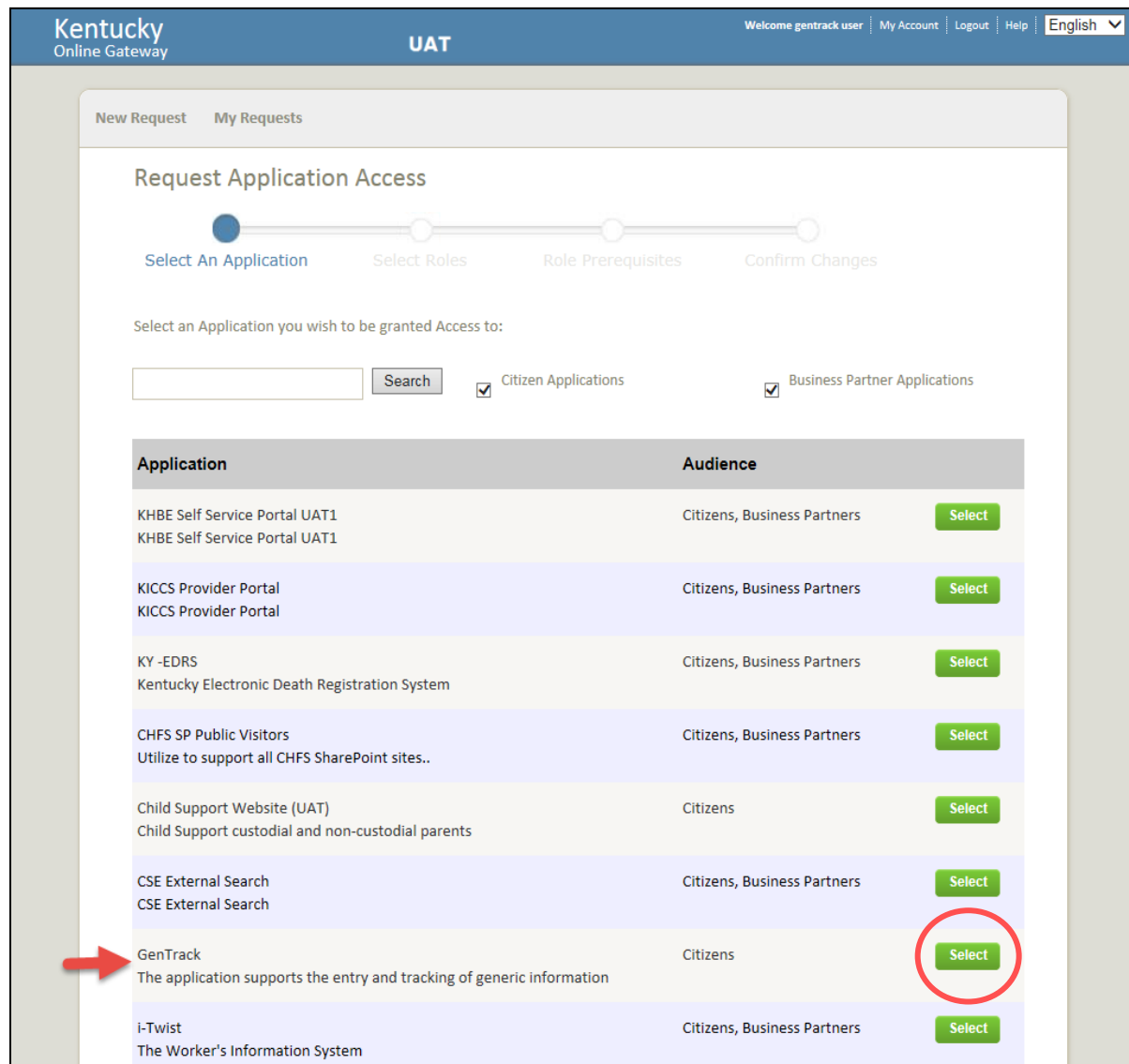
- The screen shown below will be displayed. Enter your username and password, and then click the **Log In** button.



- The screen shown below will be displayed. Click **Request Access** (either link will direct you to the same page).



- The screen shown below will be displayed. Click the **Select** button to the right of GenTrack Application to continue.



Kentucky Online Gateway **UAT** Welcome gentrack user | My Account | Logout | Help | English ▼

New Request My Requests

Request Application Access

Progress: Select An Application (Active) | Select Roles | Role Prerequisites | Confirm Changes

Select an Application you wish to be granted Access to:

☒ Citizen Applications ☒ Business Partner Applications

Application	Audience	Action
KHBE Self Service Portal UAT1 KHBE Self Service Portal UAT1	Citizens, Business Partners	<input type="button" value="Select"/>
KICCS Provider Portal KICCS Provider Portal	Citizens, Business Partners	<input type="button" value="Select"/>
KY -EDRS Kentucky Electronic Death Registration System	Citizens, Business Partners	<input type="button" value="Select"/>
CHFS SP Public Visitors Utilize to support all CHFS SharePoint sites..	Citizens, Business Partners	<input type="button" value="Select"/>
Child Support Website (UAT) Child Support custodial and non-custodial parents	Citizens	<input type="button" value="Select"/>
CSE External Search CSE External Search	Citizens, Business Partners	<input type="button" value="Select"/>
GenTrack The application supports the entry and tracking of generic information	Citizens	<input type="button" value="Select"/>
i-Twist The Worker's Information System	Citizens, Business Partners	<input type="button" value="Select"/>

- After clicking Select, the following screen (next page) will be displayed.



Kentucky Online Gateway UAT

Welcome gentrack user | My Account | Logout | Help | English

New Request My Requests

Request Application Access

✓ —●—○—○

Select an Application Select Roles Role Prerequisites Confirm Changes

Select the roles you wish to request or remove for the (GenTrack)

Available Roles

Roles	PreRequisites	Request
General		<input type="checkbox"/>
General		

Current Roles

You have not selected any roles

◀ Previous Next ▶

- Click in the checkbox under **Request**. Then click **Next**. You will be redirected to the Confirm Request page (see below). Click the **Submit Request** button.

Kentucky Online Gateway UAT

Welcome cit82615 user01h | My Account | Logout | Help | English

Request Application Access

✓ —✓—✓—●

Select An Application Select Roles Role Prerequisites Confirm Changes

Confirm Request

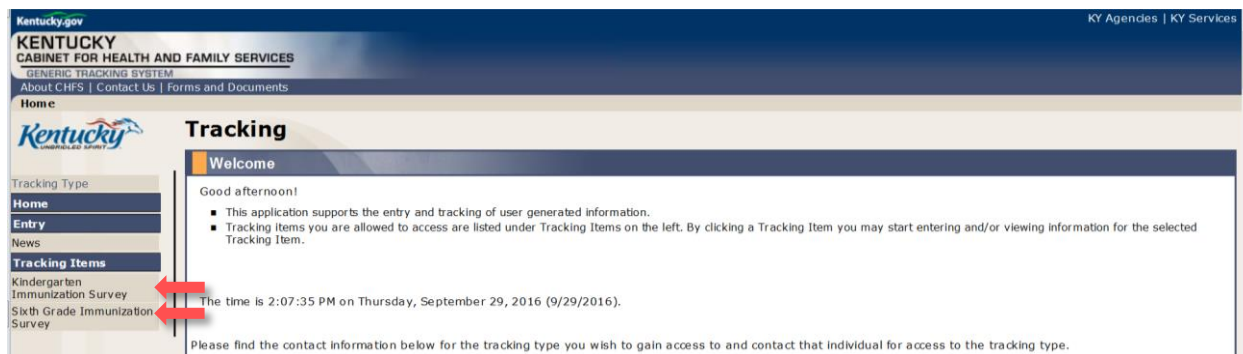
Requested Application	Requested Business/Facility	Requested Role	Requested Action
GenTrack	0	General	Add to Role

◀ Previous Submit Request

- Once you click on Submit Request Button, your request for access to GenTrack will be generated.

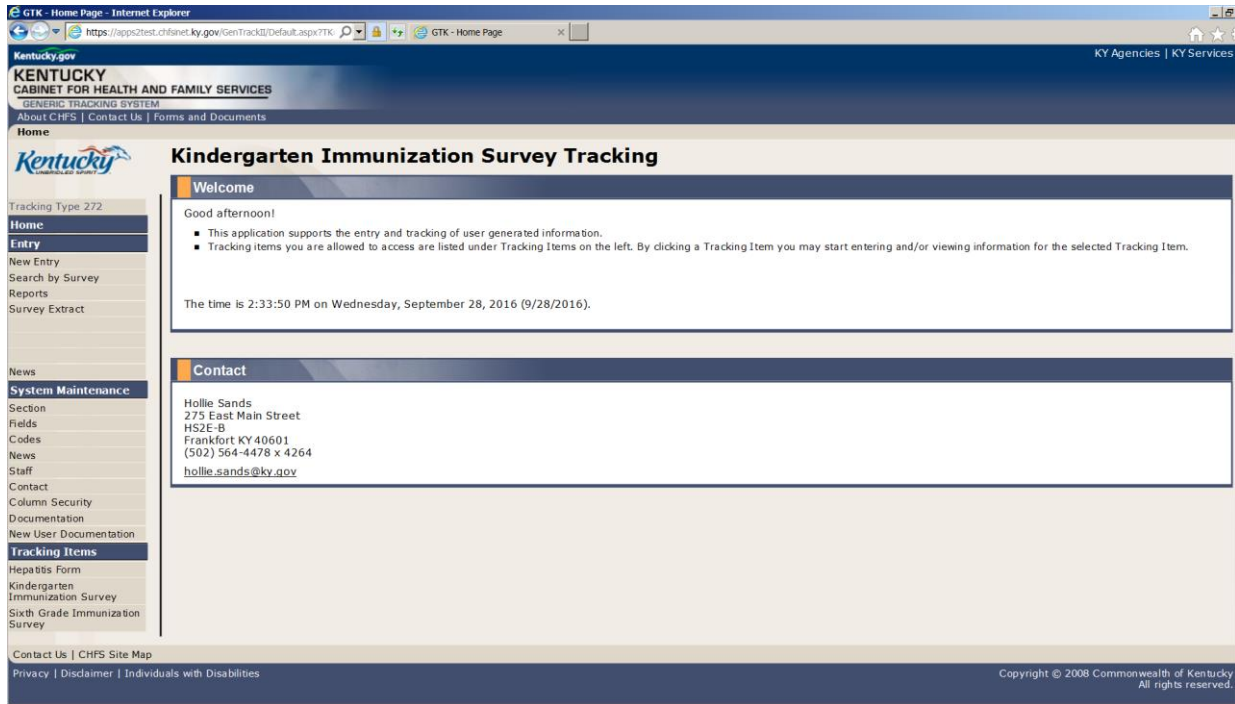
- You will need to email Hollie Sands, the contact for the Annual School Immunization Surveys, to give you the appropriate role access. In your email, please use the following format:
 - Name: (First, Last)
 - County Name:
 - District Name:
 - School Name:
 - Role: (School nurse, clerk, guidance counselor, district health coordinator, LHD)
 - Grade(s) Reporting: (Kindergarten and/or Sixth Grade)
- NOTE:** It could take up to two business days before your access is processed. Hollie Sands will email you once access has been granted.
- Once you receive the confirmatory email from Hollie Sands, go to <https://gentrack.ky.gov/>. You will be taken to a similar page displayed below.

Unless you have been given access previously GenTrack applications, your choices for entry will be only Kindergarten Immunization Survey or Sixth Grade Immunization Survey (found on the bottom left side of your screen). After you click GenTrack, you will be directed to a menu page with several options on the left-hand side. Please see the screen shot on the next page for an example of what the home page of the Kentucky Immunization Survey Tracking application looks like.



- Click either **Kindergarten Immunization Survey** or **Sixth Grade Immunization Survey** (dependent on which grade you are reporting).

- You will be directed to the following screen if you click Kindergarten Immunization Survey. (A similar screen will appear with the header of Sixth Grade Immunization Survey Tracking if you click Sixth Grade Immunization Survey)



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GENERIC TRACKING SYSTEM
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Home

Tracking Type 272

Home

Entry

New Entry
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New User Documentation

Tracking Items

Hepatitis Form
Kindergarten Immunization Survey
Sixth Grade Immunization Survey

Kindergarten Immunization Survey Tracking

Welcome

Good afternoon!

- This application supports the entry and tracking of user generated information.
- Tracking items you are allowed to access are listed under Tracking Items on the left. By clicking a Tracking Item you may start entering and/or viewing information for the selected Tracking Item.

The time is 2:33:50 PM on Wednesday, September 28, 2016 (9/28/2016).

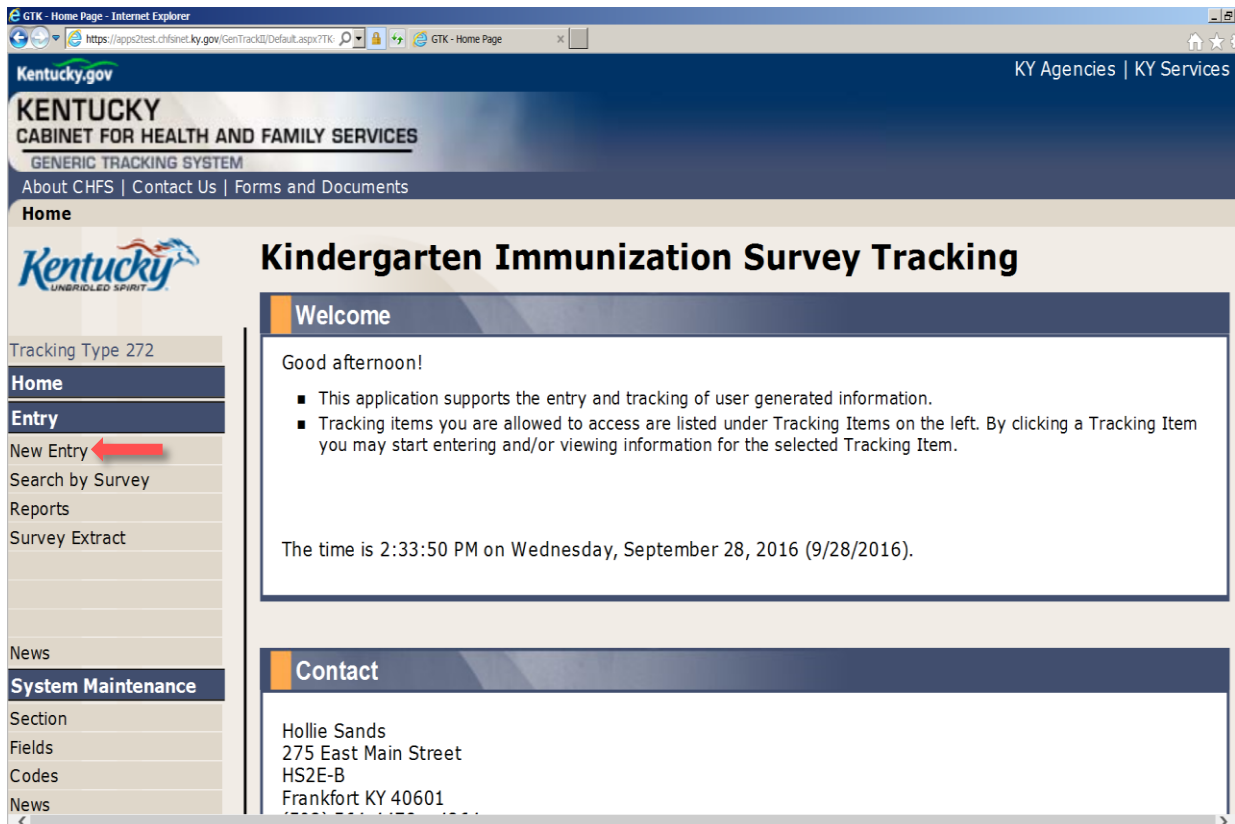
Contact

Hollie Sands
275 East Main Street
HS2E-B
Frankfort KY 40601
(502) 564-4478 x 4264
hollie.sands@ky.gov

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- Click **New Entry**.



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Tracking Type 272

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Search by Survey
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News

Kindergarten Immunization Survey Tracking

Welcome

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The time is 2:33:50 PM on Wednesday, September 28, 2016 (9/28/2016).

Contact

Hollie Sands
275 East Main Street
HS2E-B
Frankfort KY 40601



- You will be directed to the following page to enter your survey data (please see the next page).

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Kentucky
UNMATCHED SURVEY

Tracking Type 272

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New User Documentation

Tracking Items

Hepatitis Form

Kindergarten

Immunization Survey

Sixth Grade Immunization Survey

Kindergarten Immunization Survey Maintenance

Introduction

Annual School Immunization Kindergarten Survey

The following questions will pertain to the Kindergarten Grade only and will follow the same format as the paper version as directed by Commonwealth legislation (902 KAR 2:055). You may use the survey worksheets or Infinite Campus Immunization Compliance Summary Report and Dose Count Totals to complete this survey as instructed in previous years. All of these materials are located on the Annual School Immunization Survey website:

<http://chfs.ky.gov/dph/epi/Annual+Immunization+School+and+Childcare+Survey.htm>

In order to begin a new survey, click on New Entry under the Entry menu to the left. A new screen will open to display the questions. All questions need to be completed in their entirety (as indicated with a red asterisk *).

Once submitted, your answers will be recorded and your school will be in compliance with 902 KAR 2:055 for the sixth grade reporting requirement. You will only be contacted if the Immunization Program detects a problem with the numbers that are submitted, or if your school is randomly selected for the data validation/audit in the spring.

This survey will be open until December 31, 2016 at 11:59pm EST.

Demographic Information

Please Complete this Survey at its entirety

County:

District:

School/Facility Name:

Address:

City:

State:

Zip Code:

Phone Number:

Type of Facility: ☐ Private ☐ Public

Enrolled in Kindergarten:

Immunization Certificates and Exemptions

NOTE: Information for the following should be obtained from the Commonwealth of Kentucky Immunization Certificate for each enrolled child.

a. How many children have a current/provisional or expired immunization certificate on file?

b. How many children are exempt from all or some immunizations for medical reasons?

c. How many children are exempt from all immunizations for religious reasons?

d. How many children DO NOT have any immunization certificate on file?

STOP: The total of a + b + c + d MUST = the total number of children enrolled in Kindergarten.

Vaccine Dose Summary

Enter the number of children that have received 4 or more doses of the DTaP/DTP/DT vaccine.

Enter the number of children that have received 3 or more doses of the Polio vaccine.

Enter the number of children that have received 3 or more doses of the Hepatitis B vaccine.

Enter the number of children that have received 2 doses of the MMR vaccine.

Enter the number of children that have received 2 doses of the Varicella vaccine.

Enter the number of children that have had the chickenpox.

Submitter Information

Name:

Date: 09/29/2016

Email:

Save Delete Clone Print

Contact Us | CHFS Site Map

Annual School Immunization Survey – GenTrack Access and Online Survey Instructions
Kentucky Immunization Program
Revised 9/2016

7

- Using the Annual School Immunization Survey worksheets and instructions, please complete all the required fields (as indicated by an *).
 - Two new questions this year
 - School District Name
 - Number of children that have had the chickenpox (do not count children who have had a diagnosis of chickenpox as having two doses of Varicella)
- Once you complete all the fields, click **Save**. Your answers will be submitted and you will be in compliance for survey submission.
- If you need a copy for your records, you can click **Print**.
- This program will allow you to go in to review and edit your entry at any point. You will be able to revise any of your numbers until December 31, after this date the tracking system will be shut down and all data uploaded.
- **If you miss the December 31st deadline, you will be subject to a full certificate audit.**
- This process meets all FERPA and HIPAA confidential security measures. Please write down your password and answers to security questions, and keep them in a secure location. You will need these again to access the survey in subsequent years.